

TO: Test Coordinators & Superintendents

FROM: Gay Pickner, Director of Assessment

DATE: January 10, 2006

RE: Dakota STEP Pre-Test Workshops, Stanford Writing Post-Test Interpretation, NAEP information and testing students with disabilities.

As we enter our twenty-second year of achievement test administration in South Dakota, the South Dakota Department of Education would like to encourage test coordinators to attend a Dakota STEP Pre-Test Workshop and Stanford Writing Interpretive Workshop. These workshops will be scheduled at four sites, Rapid City, Aberdeen, Pierre and Sioux Falls. Dates for the workshops will be February 27-March 3. The workshops will be held from 8:30 a.m. to 1:00 p.m. at each location. Onsite check-in from 8-8:30 a.m. **Pre-registration at:** <http://www.southdakotapd.com/registration.asp>

The workshops will help prepare schools for spring testing by addressing topics on testing students with disabilities, alternate assessment use, test administration issues and proper packaging and shipping. In addition, there will be an update on Stanford Writing results from fall 2005.

All students will take the same test, the Dakota STEP. Dakota STEP is an augmented SAT 10 (meaning items have been added to ensure alignment to state standards) with the augmentation occurring in Reading and Math. ***It is a paper/pencil test.*** Other tests in the STEP are abbreviated tests in Language Arts, Science, and Social Studies. Students in Grades 3-8 and 11 will participate. The test window will be April 3 to April 21, 2006.

As with past testing, test booklets, directions for administering, answer sheets and Test Coordinators Guides will be sent to all schools. It is recommended that you read the Test Coordinators Handbook prior to the workshops.

The Dakota STEP TCH is online at: <http://doe.sd.gov/octa/assessment/handbook/index.asp>

Alternate Assessment TCH:

<http://doe.sd.gov/octa/assessment/handbook/docs/old/Tab%204%20Students%20with%20Disabilities.pdf>

DOE staff looks forward to seeing you at one of these workshops. Questions regarding the workshops should be directed to Gay Pickner 773-3247 or 280-3613 or [gay.pickner@state.sd.us](mailto:gay.pickner@state.sd.us)

<b>DAKOTA STEP AND STANFORD WRITING POST-TEST WORKSHOP SCHEDULE AND SITE LOCATIONS</b>
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Monday, February 27, 2006	RAPID CITY – 8:30 a.m. to 1:00 p.m. Ramkota 2111 Lacrosse Street
Tuesday, February 28, 2006	PIERRE – 8:30 a.m. to 1:00 p.m. Ramkota 920 West Sioux Avenue
Wednesday, March 1, 2006	ABERDEEN – 8:30 a.m. to 1:00 p.m. Ramkota 1400 8 <sup>th</sup> Ave., Hwy 281
Thursday, March 2, 2006	SIOUX FALLS – 8:30 a.m. to 1:00 p.m. Ramkota 3200 W. Maple
Friday, March 3, 2006	SIOUX FALLS – 8:30 a.m. to 1:00 p.m. Ramkota 3200 W. Maple

**PRE-REGISTRATION IS ALL ELECTRONIC.**  
**FEBRUARY 17, 2006 IS THE DEADLINE FOR REGISTRATION.**

**YOU MUST PRE-REGISTER**

**DAKOTA STEP AND STANFORD WRITING POST-TEST INTERPRETATION**

**TENTATIVE AGENDA (For each site)**

8:00 – 8:30 a.m.	<b>REGISTRATION</b> - Coffee and rolls courtesy of Harcourt Assessment
8:30 – 8:45 a.m.	<b>OPENING COMMENTS</b> – Gay Pickner, SDDOE
8:45 – 9:30 a.m.	<b>STEP Packing and Shipping</b> -- Answer Sheets for Scoring, Completing the O.S.S.; J.R. Zengler
9:30 – 11:00 a.m.	<b>TCH</b> (Testing Coordinators Handbook) – DOE STAFF
11:00 – 11:15 a.m.	<b>BREAK</b>
11:15 – 12:15 p.m.	<b>STATE ISSUES AND EXPECTATIONS</b> – Gay Pickner, DOE, Linda Turner, DOE, Melissa Flor, DOE, Gary Skoglund, DOE, David Gall, DOE, Stephanie Weideman, DOE
11:15 a.m. – 12:30 p.m.	<b>Scoring Services</b> – J.R. Zengler and Dennis Ortman, Harcourt
12:30 p.m. – 1:00 p.m.	<b>Question and Answer Time</b>

## **DAKOTA STEP PRE-TEST & STANFORD WRITING POST-TEST WORKSHOPS**

**THE REGISTRATION FORM IS ON THE WEB AT:**

**<http://www.southdakotapd.com/registration.asp>**

*Deadline for registration is February 17, 2006.*

### **Workshop Sites**

<b>February 27</b>	<b>Rapid City (Ramkota)</b>
<b>February 28</b>	<b>Pierre (Ramkota)</b>
<b>March 1</b>	<b>Aberdeen (Ramkota)</b>
<b>March 2</b>	<b>Sioux Falls (Ramkota)</b>
<b>March 3</b>	<b>Sioux Falls (Ramkota)</b>

## 2005-2006 STATE TESTING SCHEDULE

### STANFORD 10 ABBREVIATED/DAKOTA STEP

The 2005-2006 test window will be April 3 - April 21, 2006. The South Dakota Department of Education and Harcourt Assessment mutually agreed upon these dates. There are several important dates to remember to ensure the successful continuation of the testing program. Mark these dates on your calendar for 2006.

January	A pre-test letter will arrive from Harcourt.
January 9, 2006	Spectrum site will open to order testing materials. This site will stay open until January 23 <sup>rd</sup> . <a href="http://www.harcourtspectrum.com">www.harcourtspectrum.com</a>
February 17	Registration for regional workshops will close. Register <b>NOW</b> for the regional workshops at: <a href="http://www.southdakotapd.com/Registration.asp">http://www.southdakotapd.com/Registration.asp</a>
Feb. 27- March 3	Regional workshops on test administration and coordination will be held.
March 20	Districts should receive all testing materials. This includes the Order for Scoring Services and the Test Coordinator's Kit. <b>Please inventory materials immediately!</b> You will receive materials based on your Spectrum enrollment plus a 10% overage.
March 24	Requests for additional materials for grades 3-8 and 11 must be reported to Harcourt by March 24. Requests received after this date may not arrive in time for testing and will be shipped at the district's expense. SD Contact 1-800-228-0752, extension 5619

### **April 3 - April 21, 2006 - TESTS WILL BE ADMINISTERED.**

Document Pickup	Districts arrange for document pickup by UPS when test materials have been completed and packed. Call the day before you want the tests picked up. Call no later than April 26th.
April 24-26	Document pickup.
April 26	Answer documents will be delivered to Harcourt Assessment's Scoring Center.
May 26	*NRT reports will be shipped to all districts by this date. Delivery of NRT deadline is May 26. CRT reports will be available at a later date from SDDOE.

\*This date is dependent upon collection of all districts' answer documents by UPS (no later than April 26, 2006), and delivery to the scoring center in properly organized, processable condition.

## MISCELLANEOUS TOPICS

**Spectrum--** Spectrum is a web-based customer portal where school districts may enter enrollment data, order testing materials, request additional testing materials and track shipments. Harcourt Spectrum is replacing the CERVS system. [www.harcourtspectrum.com](http://www.harcourtspectrum.com)

Spectrum will be used as the portal during the statewide spring 2006 Assessment Administrations. Feedback will be collected on all aspects of the web-based portal, including the customer's training program.

**New Test Booklets**—New Dakota STEP test booklets along with answer documents, Directions for Administration etc. will be shipped to your school this spring. All old test booklets should have been shipped back to Harcourt by the time you receive this letter.

**Return of Test Booklets**—After testing is completed this year 2006, test booklets will have to be shipped back to Harcourt. A new math test will have to be built to align to the new math content standards. Two labels, one for scorable materials, and one for non-scorable materials will be provided; so all materials may be picked up at the same time. This will be explained at the workshops.

**Test Coordinator Handbook**—New tabs (sections) will be sent to schools this spring. These will be three hole punched and we recommend that you put them in a binder for reference. Please bring these with you to the workshop. You **will not** receive a bound book like in the past.

**Security Agreement**—Agreements will again have to be signed and kept on file at the local district and a copy sent to Harcourt and the SDDOE office. Teachers will now have to sign an agreement and this will be kept on file at the local district. Security agreements will be sent to all schools by Harcourt in January.

**Program Manager at Harcourt**—J.R. Zengler is our program manager at Harcourt. His phone number is 1-800-800-8305 Ex. 8725. E-mail address is [jr\\_zengler@harcourt.com](mailto:jr_zengler@harcourt.com)

**Districts Must Be Responsive**—In order for test information to be delivered from Harcourt back to districts the deadlines in the test schedule must be followed strictly. Documents must be picked up no later than April 26, 2006. Even one district/school failing to meet the schedule will delay the entire state. Please do not be that school!

**Writing Results**—Results for the fall 2005 writing can be found at the following web address by February 1, 2006.

<http://doe.sd.gov/octa/assessment/stanfordwritingscores/index.asp>

## **Q & A on Dakota STEP**

**Q. How is the Dakota STEP constructed?**

- A. Dakota STEP will consist of five tests. Reading and Math which have been augmented. Augmented means that questions have been added to assure alignment to the SD Essential Content Standards. The other tests; Language Arts, Science and Social Science will be SAT 10 abbreviated tests. They will be shorter in length.

**Q. What about student ID numbers?**

- A. All schools will receive labels to place on answer sheets. The labels contain student demographics and ID number. The labels will be sent to you from Harcourt. This number will be matched to the SDDOE database so that disaggregating of data can take place.

**Q. Will third grade students answer questions in their booklets?**

- A. Yes

**Q. Will I have to do a lot of coding?**

- A. The only coding you should have to do is with IEP and LEP students. A new student without a label will require more extensive coding.

**Q. Where can I learn more about testing students with disabilities?**

- A. Detailed information will be provided at the workshops. There will also be information in your Test Coordinators Handbook. Linda Turner 773-6119 is your contact for testing students with disabilities.

**Q. Is it true that in order for an LEP student to be classified as such they must be tested?**

- A. Yes, they must be tested with the Language Assessment Scale (LAS) or Idea Proficiency Test (IPT) to determine eligibility. This identification process should be within 30 days of the start of school or in the case of midterm enrollment 2 weeks after such enrollment. Stephani Lebeda at SDDOE 773-4437 is your contact for LEP testing.

**Q. What about Braille or large print tests?**

- A. Contact Melissa Flor 773-8195 about this need.

**Q. Do homeschool students have to test? Only Grades 2, 4, 8 and 11.**

- A. Yes but they take the SAT 10 Abbreviated. These tests have to be ordered directly from Harcourt.

**Q. Do private schools and BIA schools have to test?**

- A. All private schools and BIA schools that have tested in the past will continue to test.

**Q. What about calculator use?**

- A. Calculators may be used on the Math Problem Solving test Grades 4-8 and on the entire test at Grade 11. A complete list of acceptable calculators is found in your Test Coordinators Handbook.

**Q. What about document pickup?**

- A. This will be in your Test Coordinators Handbook along with packing information.

**Q. Will the test be online or paper/pencil?**

- A. The test will be paper/pencil.

**Q. What is the test window?**

- A. The test window is April 3, 2006 through April 21, 2006.

**Q. Where can I find more information on testing?**

A. <http://doe.sd.gov/octa/assessment/>

**Q. How do I prepare students for the test?**

A. The best way is to look at the essential core standards for Reading and Math and teach to the standards. Harcourt does have practice tests available at every grade level for purchase. Contact Harcourt Assessment Customer Service at 800-211-8378 for prices and ordering information. More Information on ordering off-grade Stanford 10 materials and/or OLSAT 8 test materials will be sent to schools from Harcourt Assessment in January.

**Q. Who do I call if I have questions?**

A. **Gay Pickner at SDDOE 773-3247 or 280-3613**

**Gary Skoglund at SDDOE (NAEP) 773-5229**

**Stephani Lebeda at SDDOE (LEP Issues) 773-4693**

**Stephanie Weideman at SDDOE (DACS) 605-773-3783**

**Melissa Flor at SDDOE (IEP Issues) 605-773-3678**

**Linda Turner at SDDOE (IEP Issues) 605-773-6119**

**J. R. Zengler at Harcourt 1-800-800-8305 Ex 8725**

**Yardley Poche at Harcourt 1-800-800-8305 Ex 5652**

